

ROUTING AND RECORD SHEET

OS REGISTRY

FILE

N/A 207

X File 2

25 FEB 1981

X 051 0411

SUBJECT: (Optional)

Leave and Other Absence

FROM

PPG

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/AS

2.

3. PPG
4E70

4. Attn:

5.

6.

7.

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10.

11.

12.

13.

14.

15.

For review and comment by 6 March. Please return the attached package; it is the originalx and I don't see any point in duplicating material of this bulk if it is not necessary. Please feel free to mark it up as you wish.

3. I have reviewed the [] in detail and [] coincides with the provisions of []. No objections to either. The changes in Para 2d(2); Restoration of Annual Leave are long overdue. I am glad to see they finally made it. They should go to press.

C/AS

OS 1 0395

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OS REGISTRY

17 FEB 1971

FILE

NY 1320-1

Y. L. W. 2

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Deputy Director for Operations
Comptroller
General Counsel
Legislative Counsel
Inspector General

FROM:

Chief, Regulations Control Division

SUBJECT:

Proposed Revision of [] Leave and Other Absence,
DRAFT A (Job #9285)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposal was initiated by the Office of Personnel Policy, Planning, and Management. Changes are marked by arrows as follows:

a. In paragraph 2b(5), Federal service for annual leave accrual purposes is spelled out.

b. In paragraph 2d(2), additional procedures regarding administrative error are included.

c. In paragraph 2d(3), a requirement is levied on supervisors to approve or reschedule all leave requested with a reasonable leadtime.

d. Paragraph 5a is revised to amend procedures for military leave.

e. A new paragraph 9e is added to cover leave taken for purposes of adopting a child.

f. A new paragraph 10c has been inserted to allow excused absence for military draft registration. The remainder of paragraph 10 has been relettered.

g. Paragraph 10k(2) is revised to assign responsibility for dismissal in weather emergencies to the D/PPPM.

h. References in the revised paragraphs to Director and Office of Personnel have been changed to Director and Office of Personnel Policy, Planning, and Management.

OS 1 0395

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2. Please forward your concurrence and/or comments to the Regulations Control Division by 10 March 1981. A concurrence sheet is attached for your convenience. Any questions may be directed to

STAT

Attachments:

STAT

- A. Concurrence Sheet
- B. Proposed Revision of

cc: AO/DCI
AO/RMS-CTS
SSA/DDA
D/IS
OC
ODP
OF
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INSTRUCTION SHEET

Destroy pages
and insert pages

dated 5 December 1979

dated

Paragraph 2b(5) has been revised to clarify annual leave service credit and paragraph 2d(2) has been revised to provide guidance on administrative errors. Paragraph 2d(3)(a) on advance scheduling of leave has been revised to require supervisor approval or alternative scheduling of leave. Paragraph 5a is revised to amend procedures for military leave. A new paragraph 9e has been added on leave for purposes of adopting a child. A new paragraph 10c provides for excused absence for military selective service registration. Paragraph 10k(2) revises authorization for dismissal in weather emergencies.

DISTRIBUTION: AB

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STAT

PERSONNEL

ILLEGIB

1. GENERAL. No change.

2. ANNUAL LEAVE

a. No change.

b. ACCRUAL OF ANNUAL LEAVE

(1) and (2) No change.

(3) Part-time employees for whom there has been established in advance a regular tour of duty of one or more days consisting of designated hours on specified days during each administrative workweek accrue annual leave as follows:

(a) and (b) No change.

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